

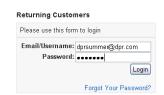
## GOVERNMENT OF THE DISTRICT OF COLUMBIA Department of Parks and Recreation



## **Summer Camp Registration Guide**

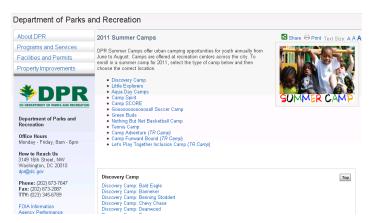
Follow the steps below to sign up for a DPR Summer Camp. If you need further assistance contact the Summer Camp Office at (202) 671-0372 between the hours of 10:00am – 5:00pm Monday – Friday.

- 1. Log in to the DPR registration system at www.asaponlinereg.com/Login.aspx?org=774. (To create an account see the Create an Account Guide on the Summer Camp website.)
- 2. Log in by entering your username, which is the email address on file with the DPR registration system, and password.
- 3. On your account page click the "DPR Summer Camp" banner at the top of the page. (The Summer Camp banner will be online beginning February 23, 2011 at 12:00 PM.)

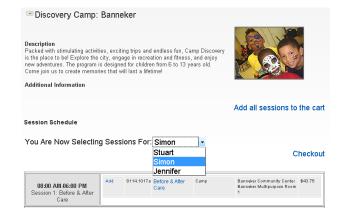




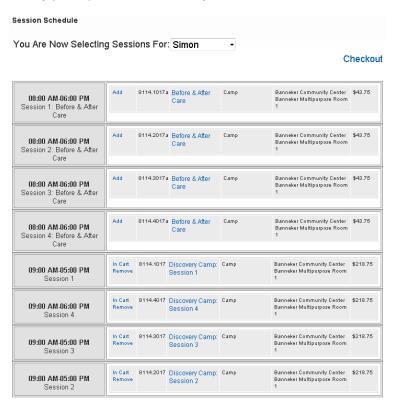
4. The Summer Camps page will list all the summer camp locations. Select a type of camp to jump to the appropriate list of camp locations.



- 5. Under the camp section you selected, click the camp location you would like to enroll your child into.
- On the camp session screen, select which child you will enroll from the dropdown list.
   (If your child is not listed, see the Create an Account Guide on the Summer Camp website for assistance.)

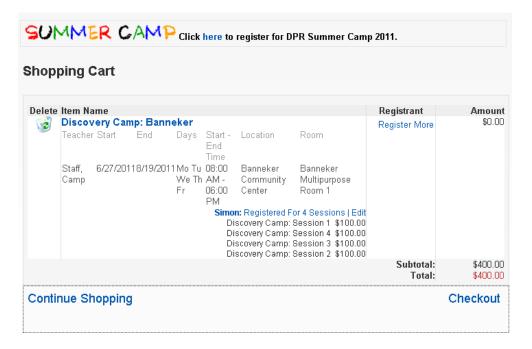


7. Click the 'Add' button for each camp session and before & after care session your child will attend. Note: The price shown for each session reflects the non-resident rate. If you qualify as a DC resident your price will be adjusted at checkout. To remove a session from your cart, click the 'Remove' button. You must enroll in a camp session to eligible to enroll in the before & after care sessions. Any participants enrolled solely in before & after care will be dropped.

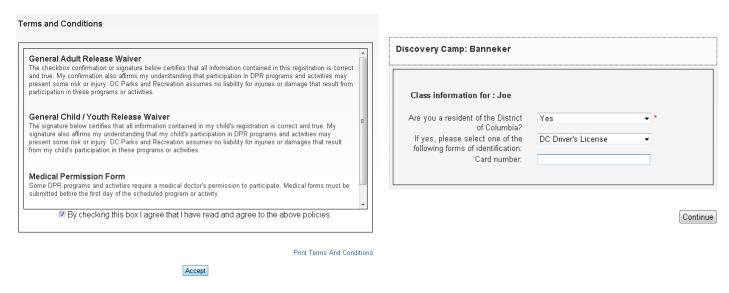


- 8. **OPTIONAL:** To enroll a second child in the same camp, select the second child from the dropdown list and repeat steps 6-7.
- 9. Click the 'Checkout' button when finished.
- 10. Review your shopping cart order to ensure everything is correct. Note: residents will now see the corrected fees listed in the shopping cart.

**OPTIONAL:** To add another child to a different camp, select the DPR Summer Camp banner at the top of the page and repeat steps 3-9.



- 11. Once you have reviewed your enrollment, click the 'Checkout' button.
- 12. Read the DPR Waiver and click the checkbox to agree to the DPR activity terms. When finished, click the 'Accept' button to continue.
- 13. The next screen will prompt you for information to prove DC residency. If you are claiming DC residency online you must provide a form of ID on file with the DC Department of Motor Vehicles (DMV). DPR will audit each participant's record. If the information you provide is not accurate, DPR will contact you to correct your information. If you are unable to provide current residency information you enrollment may be voided or additional fees may be charged to your account. If you need to prove residency with a form of ID other than a DC DMV issued card you must contact the Summer Camp Office.



14. The final step will be to enter your credit card information into the appropriate fields and click 'Process Payment.' The online registration system only accepts credit card/debit card payments. To pay by check you must visit the Summer Camp Office. If you are a qualified reduced rate resident, enter your coupon code into the 'Promotional Code' field and click, 'Apply to Total.' If your credit card is declined, please contact the Summer Camp office before trying your credit card again.

